

INTERNAL COMMUNICATION FORM		Suspense:
DEPARTMENT OF HUMAN SERVICES		
Subject: DHRD Safety Branch Training Schedule: July – December 2015		Originator: W. Ikemori 6-4971
To: SO/DAs	From: PERS	Date: 05/11/15 Memo No. 1

The Department of Human Resources Development (DHRD) **Safety Branch** has announced its **July to December 2015** Training Schedule.

**FOR:** All DHS employees as applicable (see below):

-**All employees and supervisors are required** to attend the Workplace Violence Program (WVP) and can register to attend the ErgoSafe (ERGS).

-**Bargaining Unit 1 (BU1) Non CDL (Commercial Drivers License) employees** who have not attended the BU1 Non-CDL Drug and Alcohol Testing Orientation Program (DATU1) are **required to attend**.

-**Supervisors of BU1 Non CDL employees** are **required to attend** the four-hour BU1 Non CDL Drug and Alcohol Testing for Supervisors (DATU1S) **once every four (4) years**.

-**Supervisors of HGEA, CDL and BU10 employees** are **required to attend** the three (3) hour combined Drug and Alcohol Testing Program (CDAT) **once every five (5) years**.

**SCHEDULE:** Refer to attached schedule for class dates, time, and location. This schedule is available on the Department of Human Services Website.

**REGISTRATION:** Registration procedures are as follows:

1. Submit a prioritized list of employees on the attached DHS 104 Form no later than **15 working days** prior to the scheduled class. Include each employee's identification number on the designated line and submit via **proper division authorization protocols to PERS-TS**.
2. Enrollment will be confirmed on a **first-come, first-served basis**. Division Training Coordinators will be notified of approvals.
3. If an employee has been approved and cannot attend, be sure to notify PERS-TS. Cancellations may be made up to **five (5) working days** prior to the start of class.
4. Any changes (substitutions or cancellations) made for classes DHRD conducts, requires a written notification (reason for change) prior to the start of the class.
5. Employees not listed on the attendance sheet are **required** to report back to their respective offices.

**COST:** None.

**ACCOMMODATIONS/PARKING:** Please note that the participant's DHS Division is responsible for additional costs, if any, related to reasonable accommodations under the Americans with Disabilities Act as amended. Persons who have requests for special needs or reasonable accommodations (e.g., sign or other language interpreter, large print materials, van accessible parking), must send requests to PERS-TS at least **5 working days** prior to the event. Although each DHS office will try to fill your request, resources are limited and depend on availability. If a resource is not available, an alternative method might be used to meet your need. Persons who have special needs (e.g. sign language interpreter, large print materials) or questions regarding registration procedures, please call Pauline Chun at 586-4970/586-4959(TTY).

  
PERS

c: DIR

**Department of Human Resources Development**  
**Safety Training Schedule 7/1/15 – 12/31/15 by Training Program**  
**Workplace Violence Training Program (WVP)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
07/09/15	Oahu	0104 0105	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
8/18/15	Maui	0107	9:00 – 11:00am	UPW Conference Room 841 Kolu Street, Wailuku
9/17/15	Oahu	0108 0109	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
9/24/15	Kauai	0110	1:00 – 3:00pm	UPW Conference Room 4211 Rice St., Lihue
10/27/15	Hilo	0111	9:00 – 11:00am	UPW Conference Room 362 E. Lanikaula Street
11/24/15	Oahu	0112 0113	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower, Room 204 235 S. Beretania Street

**Drug and Alcohol Testing Program for Supervisors (CDAT)**  
**(CDL, HGEA, BU10)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
7/21/15	Oahu	0091	8:30 – 11:30am	Aloha Stadium, Hospitality 99-500 Salt Lake Boulevard
8/19/15	Maui	0093	12:30 – 3:30pm	UPW Conference Room 841 Kolu Street, Wailuku
10/13/15	Oahu	0094	8:30 – 11:30am	State Office Tower, Room 204 235 S. Beretania Street
10/28/15	Hilo	0095	12:30 – 3:30pm	UPW Conference Room 362 E. Lanikaula Street
12/09/15	Oahu	0096	8:30 – 11:30am	State Office Tower, Room 204 235 S. Beretania Street

continued ...

**BU1 Non CDL Drug and Alcohol Testing Program (DATU1)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
8/06/15	Oahu	0115	9:00 – 11:00am	State Office Tower, Room 204 235 S. Beretania Street
8/19/15	Maui	0116	9:00 – 11:00am	UPW Conference Room 841 Kolu Street, Wailuku
10/28/15	Hilo	0117	9:00 – 11:00am	UPW Conference Room 362 E. Lanikaula Street
12/01/15	Oahu	0118	9:00 – 11:00am	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard

**BU-1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)**

8/18/15	Maui	0071	12:30 – 4:30pm	UPW Conference Room 841 Kolu Street, Wailuku
9/01/15	Oahu	0072	8:30 – 12:30pm	State Office Tower, Room 204 235 S. Beretania Street
10/27/15	Hilo	0073	12:30 – 4:30pm	UPW Conference Room 362 E. Lanikaula Street

**ErgoSafe: Applied Ergonomics for a Safe Workplace (ERGS)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
7/30/15	Oahu	0025	9:00 - 11:00am	State Office Tower, Room 204
		0026	1:00 – 3:00pm	235 S. Beretania Street
9/24/15	Kauai	0027	9:00 - 11:00am	UPW Conference Room 4211 Rice St., Lihue
11/05/15	Oahu	0028	9:00 - 11:00am	Aloha Stadium, Hospitality Room
		0029	1:00 – 3:00pm	99-500 Salt Lake Boulevard

---